



HOW TO USE THE
Sternovette



INTRODUCTION

YOUR STENORETTE

- is small in size: 11½" x 9½" x 4¼".
- light in weight: 11 lbs., 10 oz.
- rugged and shockproof, ready to give you a lifetime of service.

It uses magnetic tape, acknowledged by sound engineers to be the finest recording medium. Magnetic tape can be used over and over again for an indefinite period with no perceptible loss of fidelity. The quality of recording and reproduction remains constant. Each magnetic tape used in the Stenorette will give you a full 30 minutes of recording time.

A. Your Stenorette dictating machine should be equipped with the following:

1. Microphone-speaker combination
2. Reel of magnetic tape
3. Log pad
4. Dust cover

B. Your Stenorette transcribing machine should be equipped with the following:


1. Your choice of foot control or typewriter control
2. Dust cover

Dictating and transcribing machine accessories listed above must be purchased separately if a single Stenorette machine is to be used for both dictation and transcription.

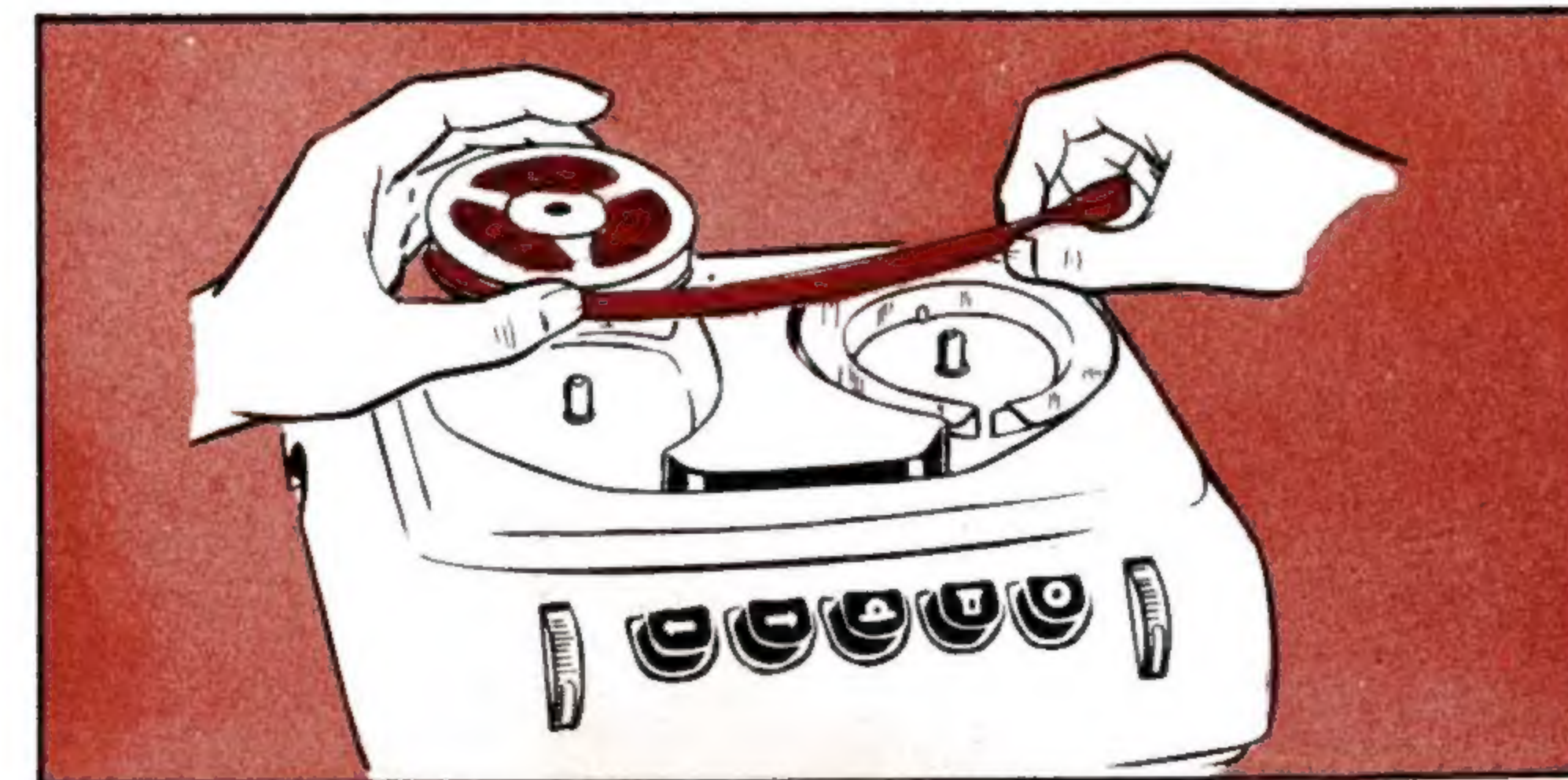
TO USE YOUR *Stenorette* FOR DICTATION...

recording interviews, conferences, meetings, etc.

Insert plug end of power cord at back of Stenorette into 110 AC outlet. Insert microphone plug in outlet at the right side rear of the Stenorette. Rotate till prongs seat themselves. Push in—fit is snug.


Press "Stop"  Button before loading tape. This will assure clearance for the tape's passage through the slot between reel beds.

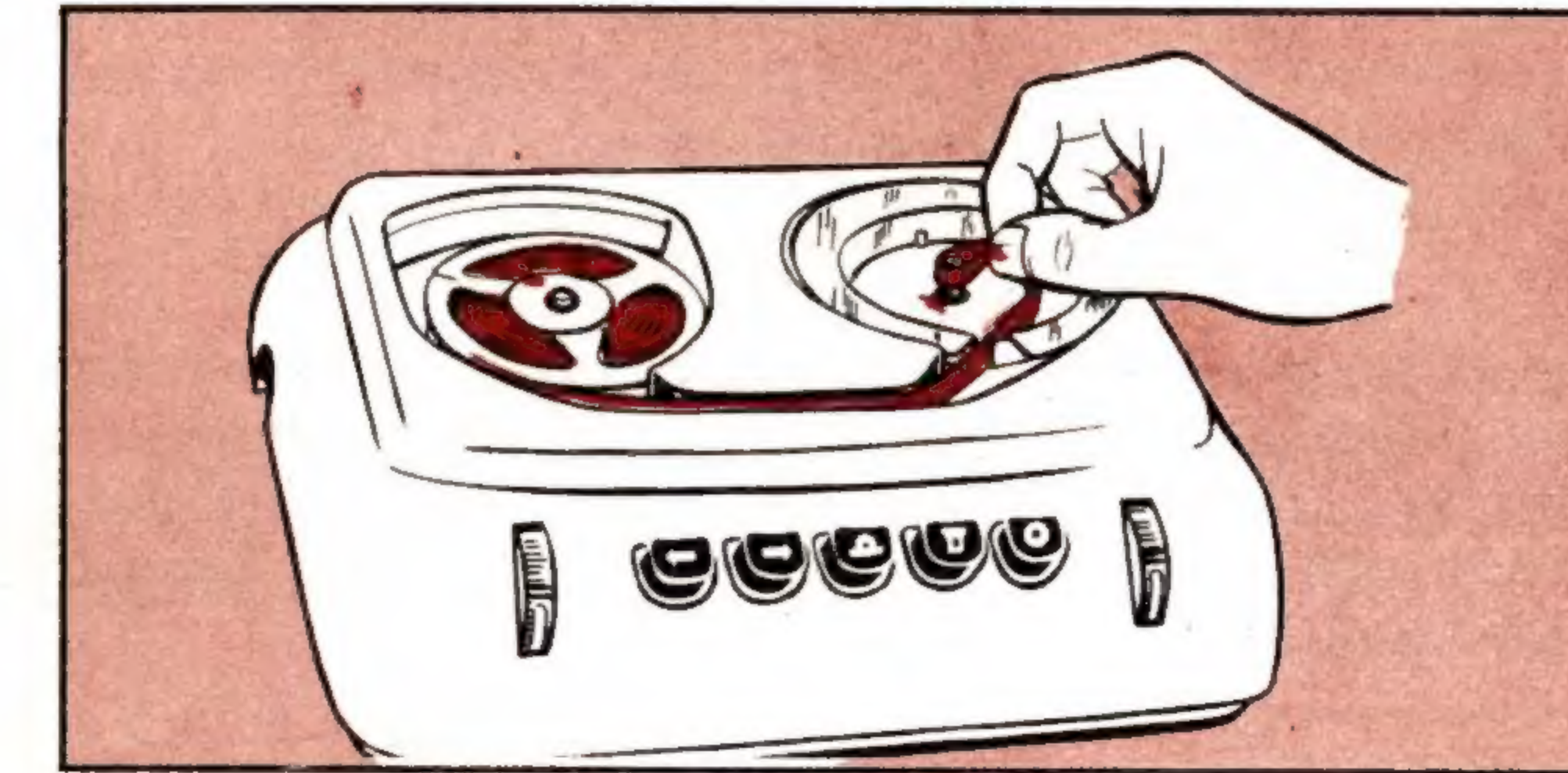
Remove reel of tape from box. Unwind about 12 inches of tape. Hold reel, label up, between thumb and middle finger of left hand. Right hand holds looped white leader (Ill. 1). Place reel (label up) on left spindle. Rotate until it seats itself. Draw tape through slot between reel beds. Pass tape through retaining reel slit and place loop over right spindle (Ill. 2).



Ill. 1

The dial on the right is your "ON-OFF" Power Switch and "Playback Volume" Control. By moving dial upward your Stenorette is turned on, light in the Progress Scale is lit. The dial is numbered from 1 to 9. Advancing the dial to a higher number will increase playback volume.

The dial on the left is your automatic "Recording Level Volume" Control. When the white horizontal bar  is in the center position the Stenorette may be used to record conferences, interviews, meetings and all other recordings where the microphone is not in the immediate vicinity of the talking person(s). By moving dial upward beyond the audible click, the Stenorette may be used for individual dictation. The numbers which now appear do not affect the recording operation. They control the tonal qualities on the playback only. Moving the dial to a higher number increases the tonal pitch.




Ill. 2

On the front panel are your easy-to-see and easy-to-use controls:



REWIND FAST-FORWARD RECORD LISTEN STOP
Ill. 3


To record normal dictation, press "Record"  Button. Red indicator light on microphone signals its readiness to record. Move automatic "Recording Level Volume" Control dial on left of Stenorette beyond audible click. Place microphone in palm of hand, squeeze or press "START-STOP" control bar on right side of microphone to start, release to stop. In a normal tone of voice speak across the face of the microphone rather than into it (see Ill. 4).

Record your well-arranged thoughts when you are ready, pause as long as you wish between thoughts. (No one else is waiting.)

For continuous recording (conferences, interviews, meetings, etc.) or for continuous playback, press button on right side of microphone above "START-STOP" control bar in and to the left, locking it in position. To release, press down and to the right.



Ill. 4

If interrupted and you wish to hear your last recorded words, simply press the "START-STOP" control bar and the "Automatic Review" Button at the top of the microphone simultaneously. This combined action causes the tape to reverse its direction momentarily and your last few recorded words are reproduced while your "Record"  Button is still in position.

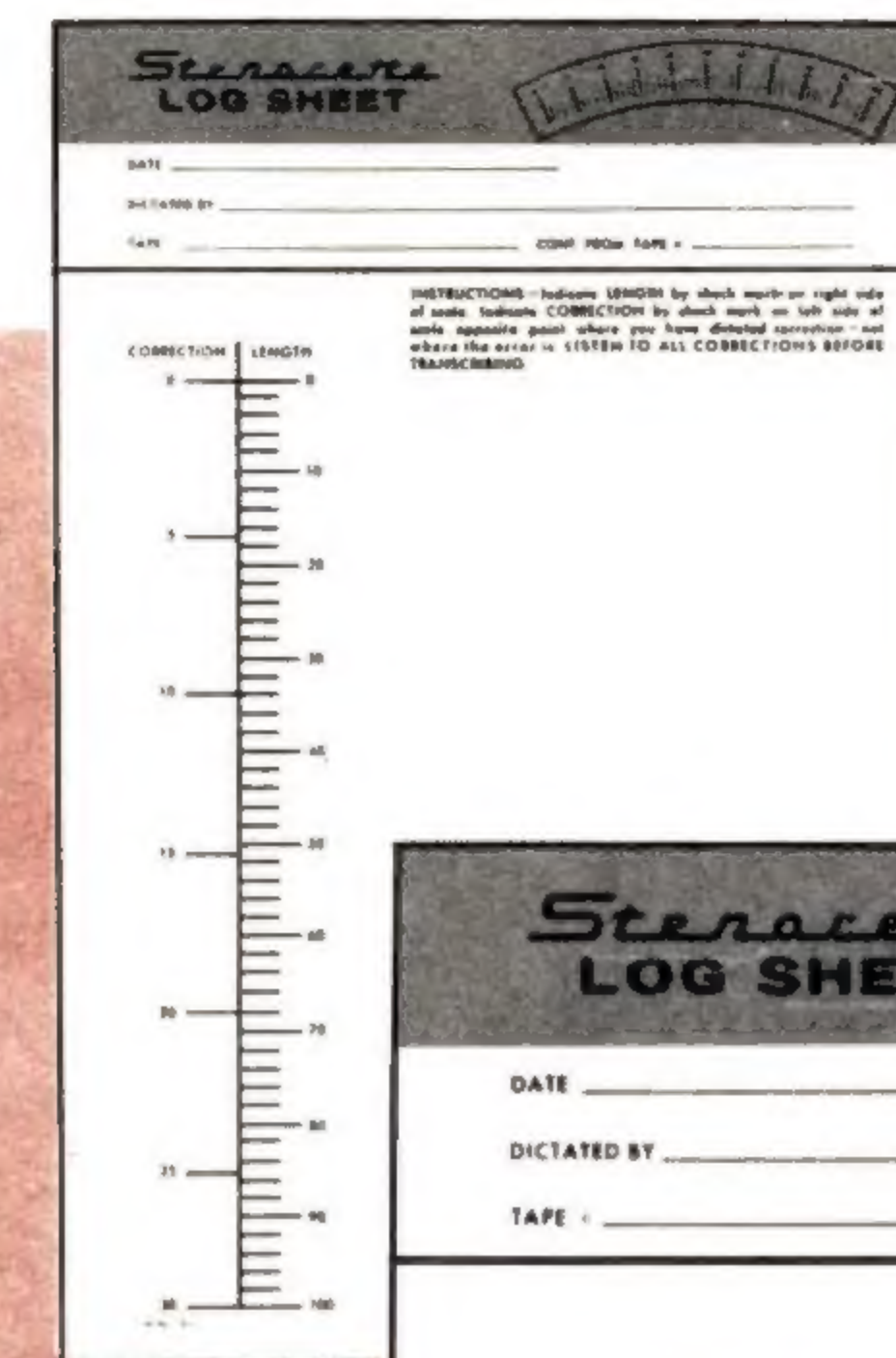
If you wish to make an immediate correction, repeat action in last paragraph. Listening to the repeated phrase or sentence, stop at the point you wish corrected by releasing pressure on both top and side controls. Simply re-record over the area to be corrected. You have in this exclusive feature an Automatic Eraser.

Example: John Doe, 123 Main Street, Rochester, New York should be Syracuse, New York. One press of both controls will repeat "John Doe, etc." stop by releasing controls after "Main Street", re-record "Syracuse, New York." This automatically erases "Rochester, New York."

USE OF PROGRESS SCALE AND LOG PAD

Upon completion of a unit of dictation (letter, memo, etc.) indicate its length on your log pad by drawing a line TO THE RIGHT of the number corresponding to the position of the red marker on your Progress Scale. Example; if your first unit ended at #8, draw line to the right of #8 on log pad and mark an "E" signifying end of dictation (See Ill. 5).

When a change or correction is needed and when it is not practical to use the automatic microphone erasing feature, indicate on your log pad by drawing a line TO THE LEFT of the number corresponding to the point on the Progress Scale where the correction is made.



Steracette LOG SHEET

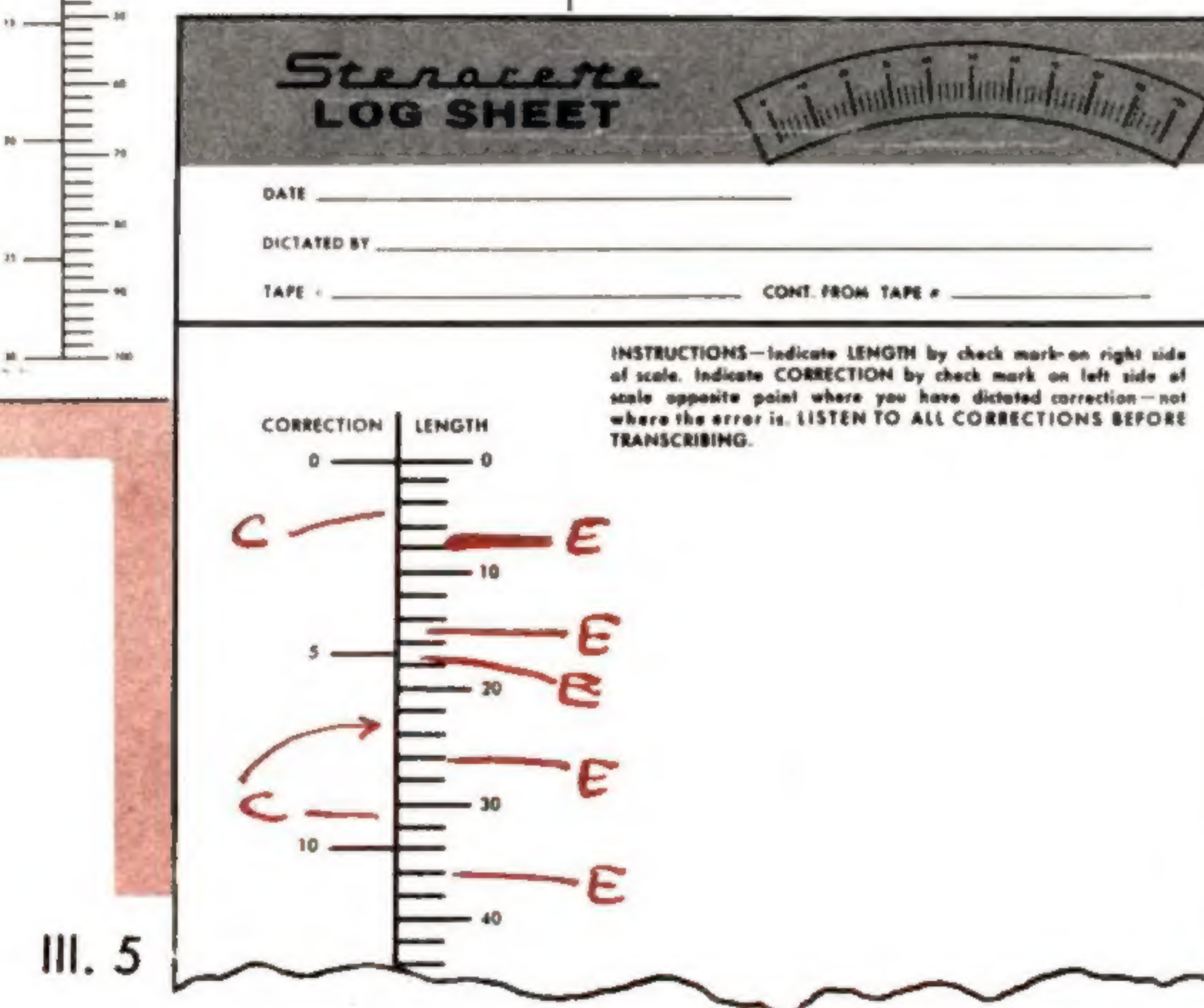
DATE _____

DICTATED BY _____

TAPE _____ CONT. FROM TAPE # _____

INSTRUCTIONS—Indicate LENGTH by check mark on right side of scale. Indicate CORRECTION by check mark on left side of scale opposite point where you have dictated correction—not where the error is. LISTEN TO ALL CORRECTIONS BEFORE TRANSCRIBING.

EXAMPLE: After marking your correction with the letter "C" (see Ill. 5), dictate the change or correction exactly as you would if a stenographer was present. "Where I said 'our shipment was incomplete,' make it read 'our shipments will not be complete'."



Steracette LOG SHEET

DATE _____

DICTATED BY _____




TAPE _____ CONT. FROM TAPE # _____




INSTRUCTIONS—Indicate LENGTH by check mark on right side of scale. Indicate CORRECTION by check mark on left side of scale opposite point where you have dictated correction—not where the error is. LISTEN TO ALL CORRECTIONS BEFORE TRANSCRIBING.



Ill. 5

Corrections or changes can be made at any time within the letter being dictated or after a letter has been dictated. Make your change or correction wherever you are and indicate with arrow (see Ill. 5) the place where the change or the correction applies.

TO LISTEN TO OR "PLAYBACK" PREVIOUSLY RECORDED DICTATION

(other than that which has been immediately recorded) press "Rewind"  Button which will automatically return the tape to the desired position as indicated by the pointer on the Progress Scale. To stop at that position, press "Stop"  Button. Press "Listen"  Button and squeeze microphone "START-STOP" Control bar. This will reproduce your previously recorded dictation.


To return to your original position, hold "Fast-Forward"  Button down until pointer on Progress Scale reaches it. Then release pressure on "Fast-Forward" Button. Press "Listen"  Button...when you hear your last recorded word, press "Record"  Button and proceed with your dictation.

When you have finished your dictation and the tape is ready for transcription, press "Rewind"  Button. In a matter of seconds it will rewind and stop automatically. Press "Stop"  Button, remove loop from right spindle. Lift reel from left spindle and wind excess tape on reel. Press metal clip over sides of reel to insure against unwinding.

Place reel and log sheet properly identified in the transport folder's pocket. Place related correspondence or other material in the folder. Pass folder on for transcription.

RECORDING CONFERENCES, INTERVIEWS, MEETINGS, ETC.

To be most effective, conferences, interviews, meetings, etc. should be recorded in a relatively quiet place. Carpeted floors, drapes and other sound-absorbing material are aids to better recording. Recommended maximum distance for microphone—15 feet.


BE CERTAIN YOUR AUTOMATIC "RECORDING LEVEL VOLUME" CONTROL DIAL ON LEFT SIDE OF MACHINE IS IN THE PROPER POSITION... WITH THE WHITE HORIZONTAL BAR  IN CENTER OF DIAL.



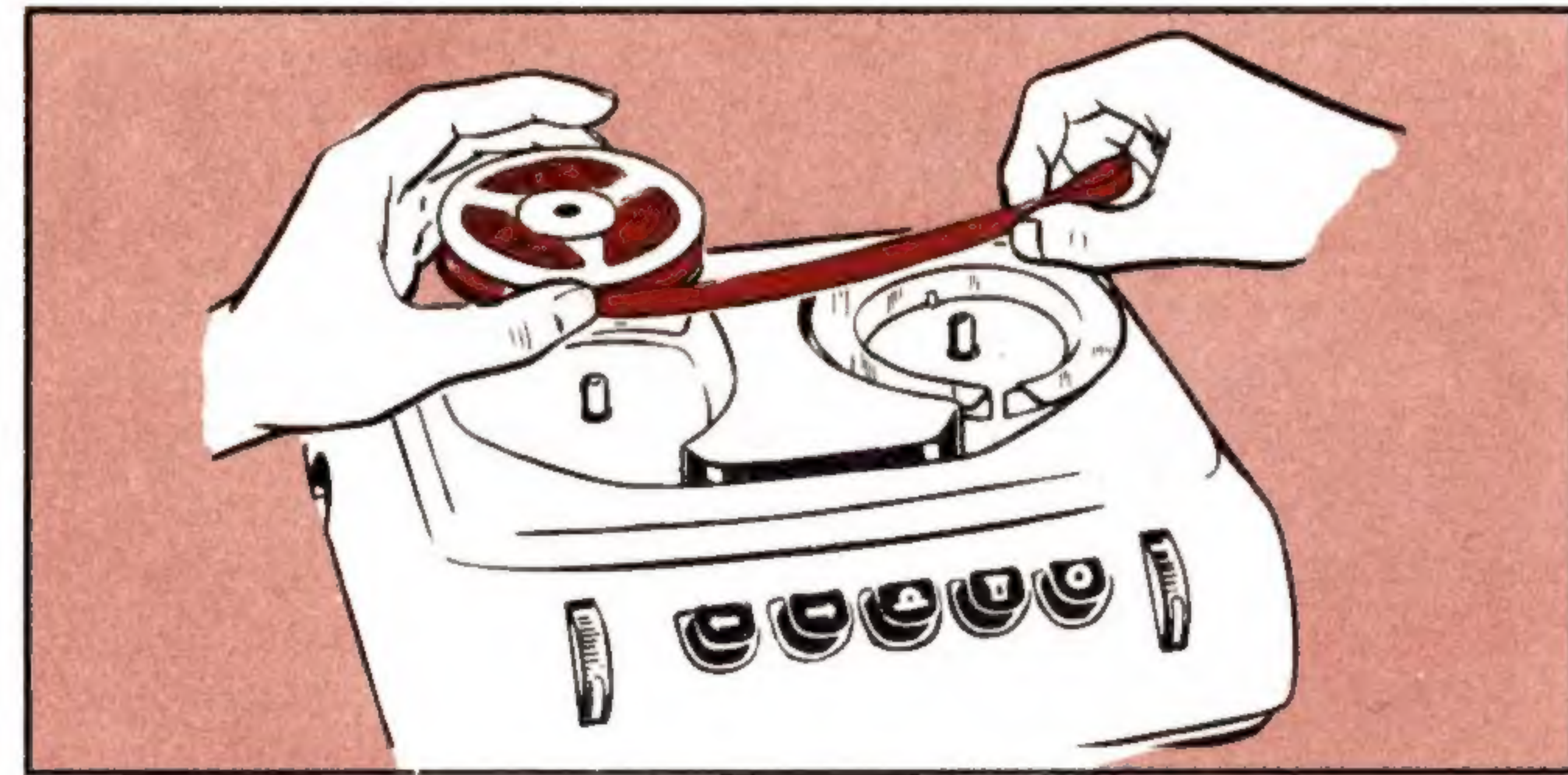
Ill. 6

TO USE YOUR *Stenorette* FOR TRANSCRIPTION...

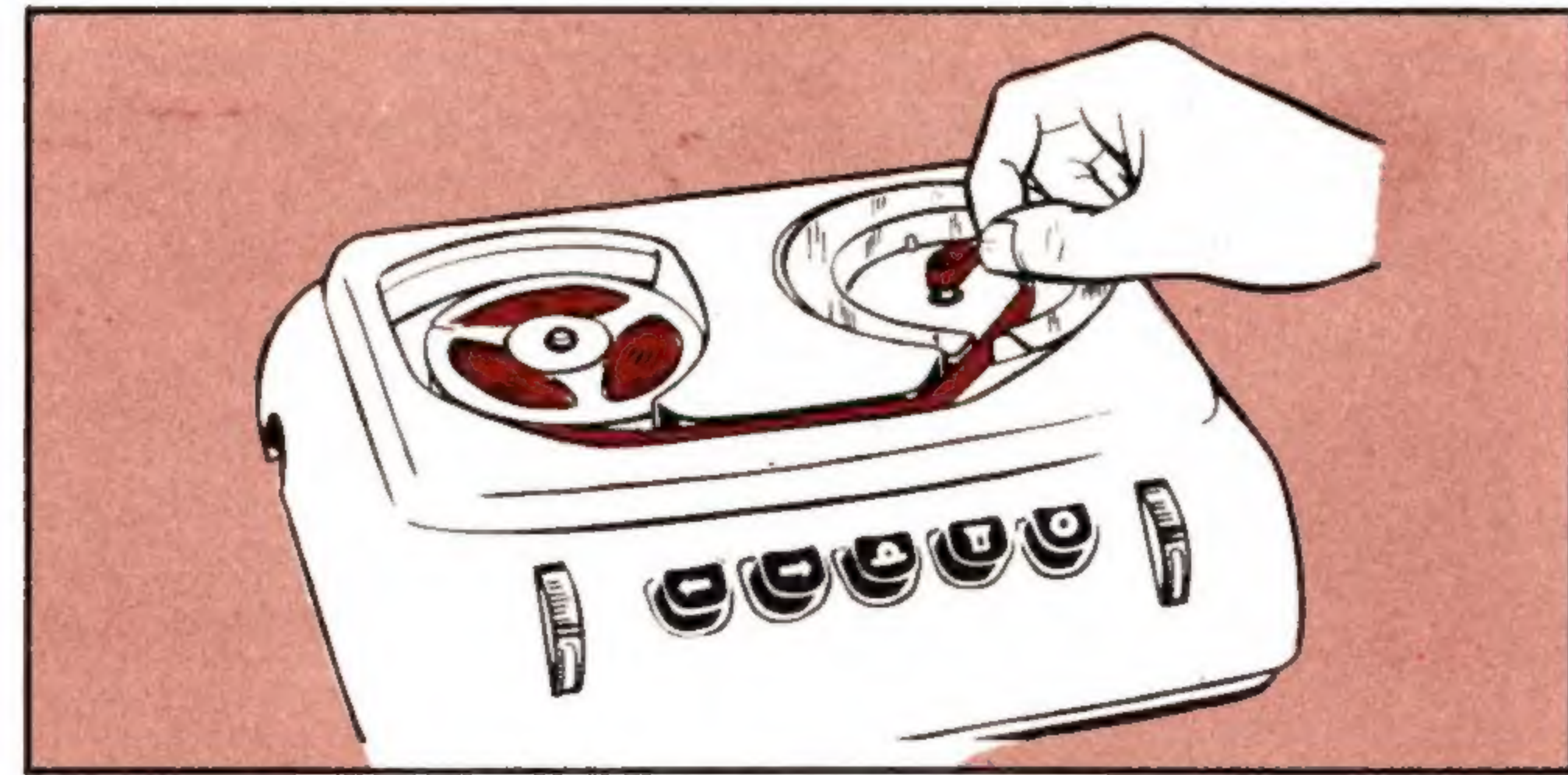
Insert plug end of power cord at back of Stenorette into 110 AC outlet. Insert listening device in outlet at the right side rear of Stenorette. Rotate till prongs seat themselves. Push in—fit is snug.

Before loading tape, press "Stop"  Button. This will clear the tape's passage through slot between reel beds.

Remove reel of tape, log sheet and related correspondence from transport folder. Unwind about 12 inches of tape. Hold reel, label up, between thumb and middle finger of left hand. Right hand holds looped white leader (III. 7). Place reel (label up) on left spindle, rotate until it seats itself. Draw tape through slot between reel beds. Pass tape through retaining reel slit and place loop over right spindle (III. 8).



III. 7




III. 8

Insert Foot- or Typewriter-Control in outlet at left side rear of Stenorette. Rotate till prongs seat themselves. Push in—fit is snug.

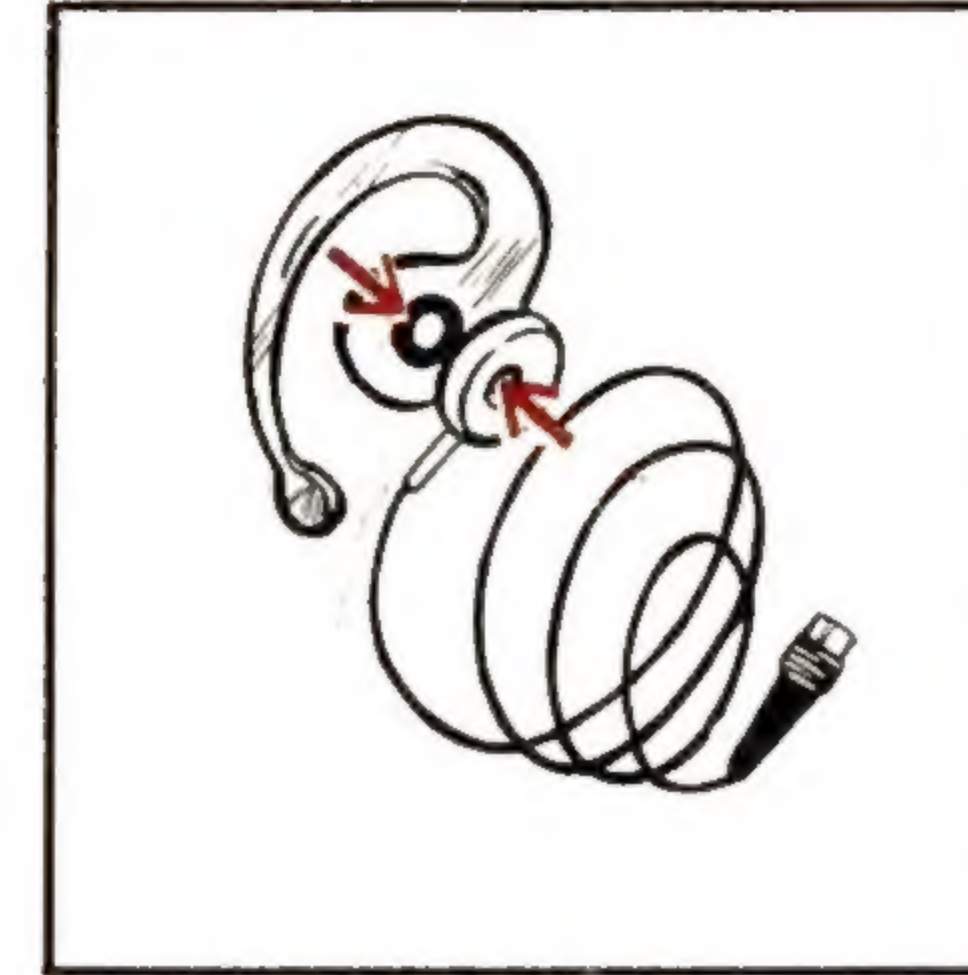
Insert plug end of earphone in outlet at the right side rear of Stenorette. Rotate till prongs seat themselves. Push in—fit is snug. Snap the speaker end of the earphone on the outside of the selected listening device (see III.9 or 10)

The Miniature Ear Loop is flexible—it can be used on either ear. Snap the speaker end of the earphone on the outside left of the Ear Loop for the left ear...the outside right for the right ear. Loop fits over the top of the ear

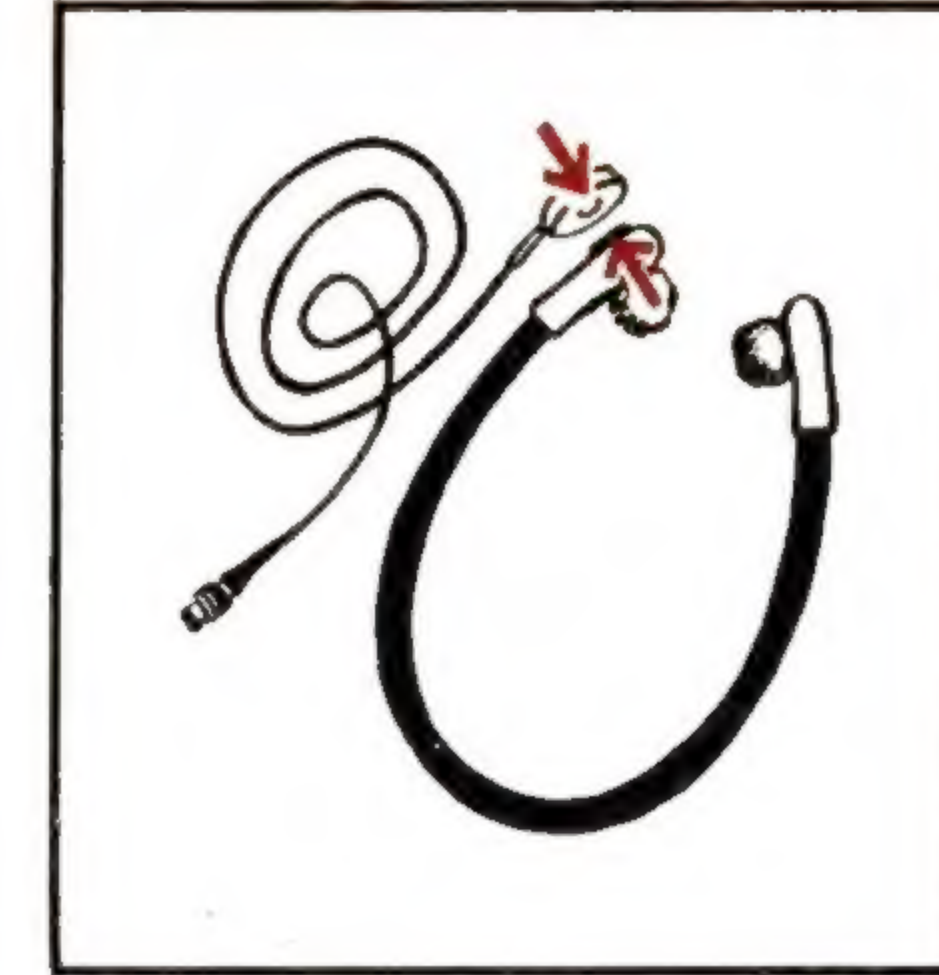
The Stetho-clip is advisable where room noise is loud and distracting. Snap speaker end of earphone to open end of hearing tip. To use, spread rubber tubes of the Stetho-clip, place sponge rubber tips just inside ear above the lobes. It is never necessary to push hearing tips into the ears. Volume and tone are controlled by your dials.

To transcribe, place listening device in position and press "listen"  Button.

III. 9



III. 10



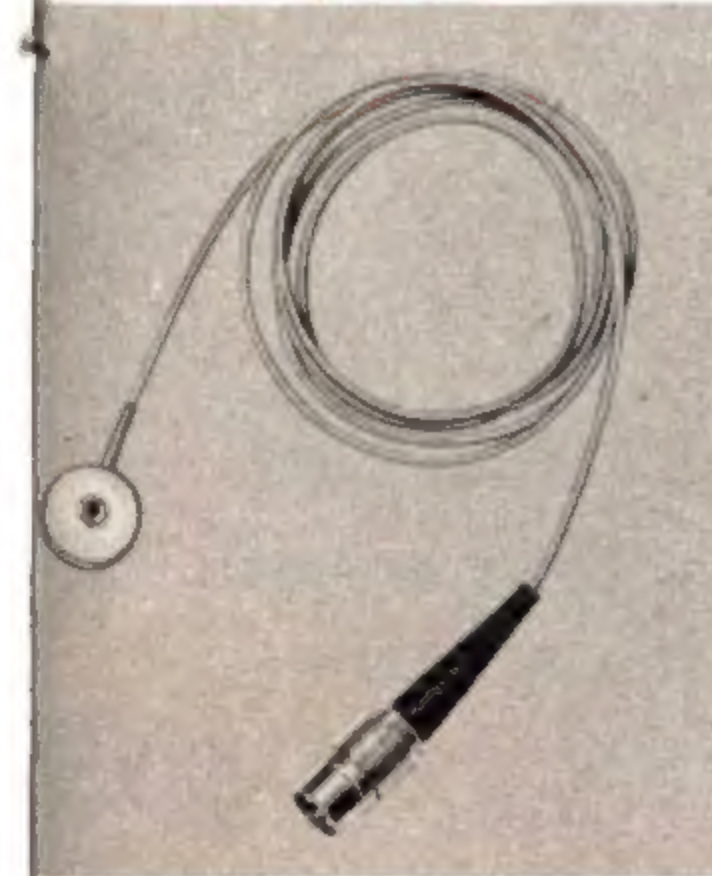
Transcribing: Judging the Length of a Letter.

Remove log sheet and related correspondence from transport folder. The number of lines will vary in a letter with individuals using the Stenorette for dictation. To begin with, use a general rule of 5 lines of typing for each unit of recording on the Progress Scale (see III. 5). With very little experience, you soon will be able to judge a letter's length with accuracy.

Earphone

Miniature Ear Loop

Stetho-clip



III. 11



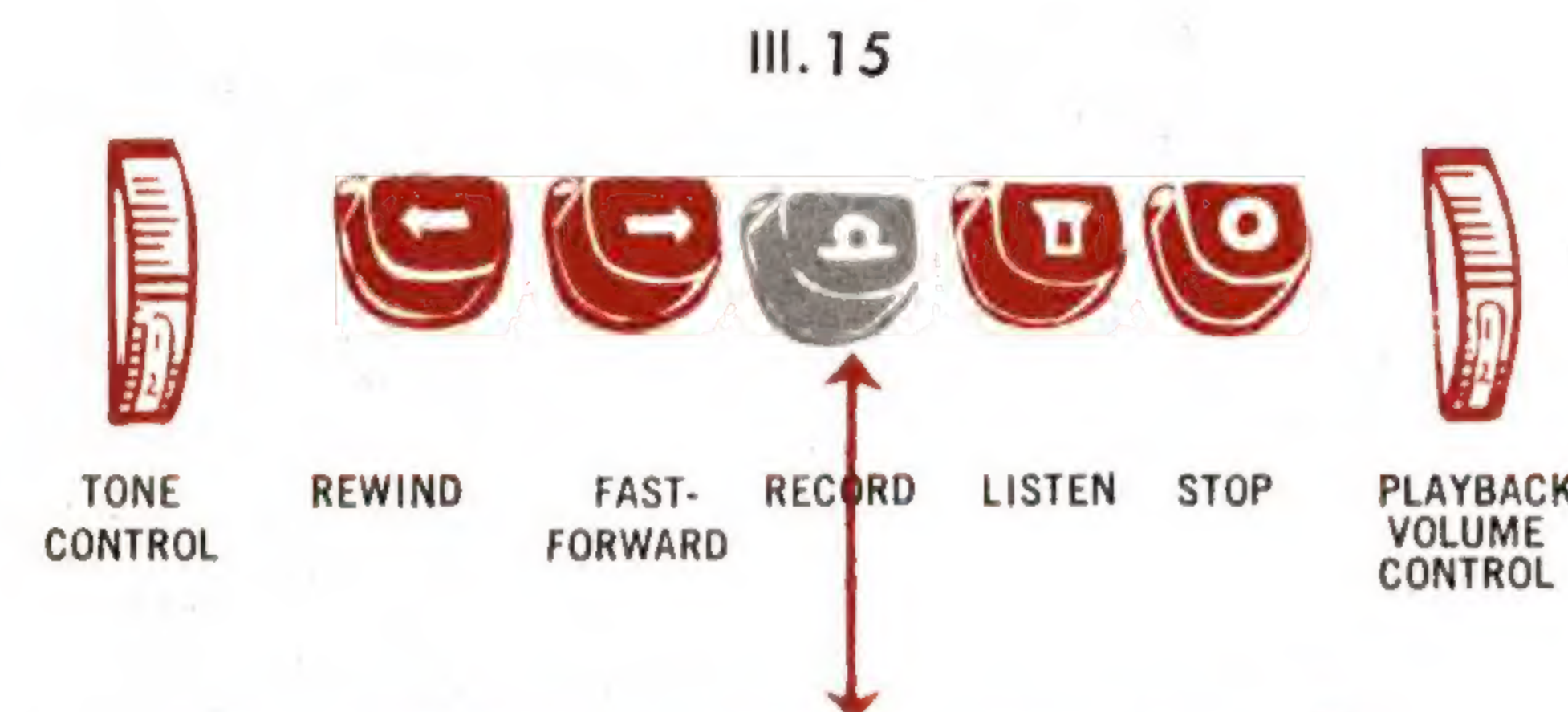
III. 12



III. 13



On the front panel are your easy-to-see and easy-to-use controls:



IMPORTANT: NEVER USE "RECORD" BUTTON DURING TRANSCRIPTION — IT WILL ERASE THE RECORDING.

The dial on the right is your "ON-OFF" Power Switch as well as the "Playback Volume Control." By moving dial upward your Stenorette is turned on, light in the Progress Scale is lit. This dial has numbers from 1 to 9. Advancing the dial to a higher number will increase the volume.

The dial on the left is your "Tone Control." Move dial upward beyond audible click. The dial is numbered for your convenience. Moving the dial to a higher number increases the tonal pitch of the recorded voice.

IF YOU ARE USING A FOOT CONTROL,

place it on the floor beneath the desk, under and to the rear of your typewriter. Place it where it will be most comfortable for you. To start, hold right button down with sole of shoe, release pressure to stop. If interrupted, or if something heard is not understood, press left button. It will backspace a measured number of words. Listen to the repeated recording. Press right button to stop. Type what you have heard and resume transcription.



IF YOU ARE USING A TYPEWRITER CONTROL,

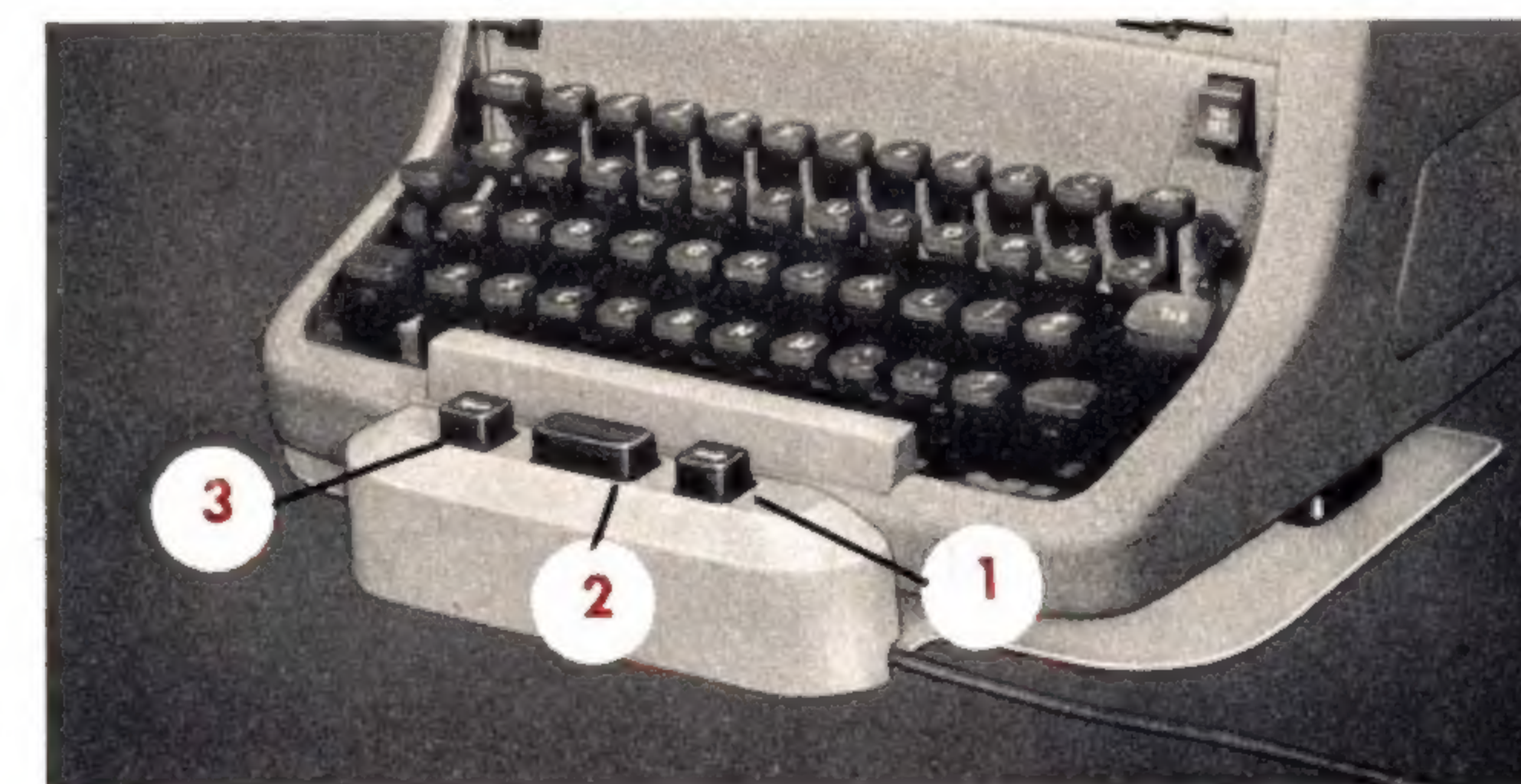
place your typewriter on top of the baseplate attached to the control so that the 3 keys are flush with the typewriter frame and directly in front of the long space bar on your typewriter. If the Stenorette Typewriter Control keys are too high, place a felt pad between the baseplate of the Typewriter Control and your typewriter.



The Typewriter Control has 3 keys:—(see III.18)

- (1) Right Key—Start—Tape goes forward
- (2) Center Key—Stop
- (3) Automatic Back-Spacer—Reverses direction of tape momentarily—repeating a measured number of words.

To start, press right key (1) with thumb of right hand. To stop, press center key (2). If interrupted, or if something heard is not understood, press left key (3). It will backspace a measured number of words. Listen to the repeated recording. Press center key (2) to stop. Type what you have heard and resume transcription.



III.18

TO OBTAIN BEST TRANSCRIPTION RESULTS:



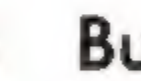
listen to a sentence, a part of a sentence, a phrase... something easy to remember. Stop—type what you've heard. Repeat this operation—"listen—stop—then type" until you have completed a unit of recording (letter, memo, etc.). It is humanly impossible to continuously type directly from a transcribing machine. You must "listen—stop—then type."

IF INTERRUPTED

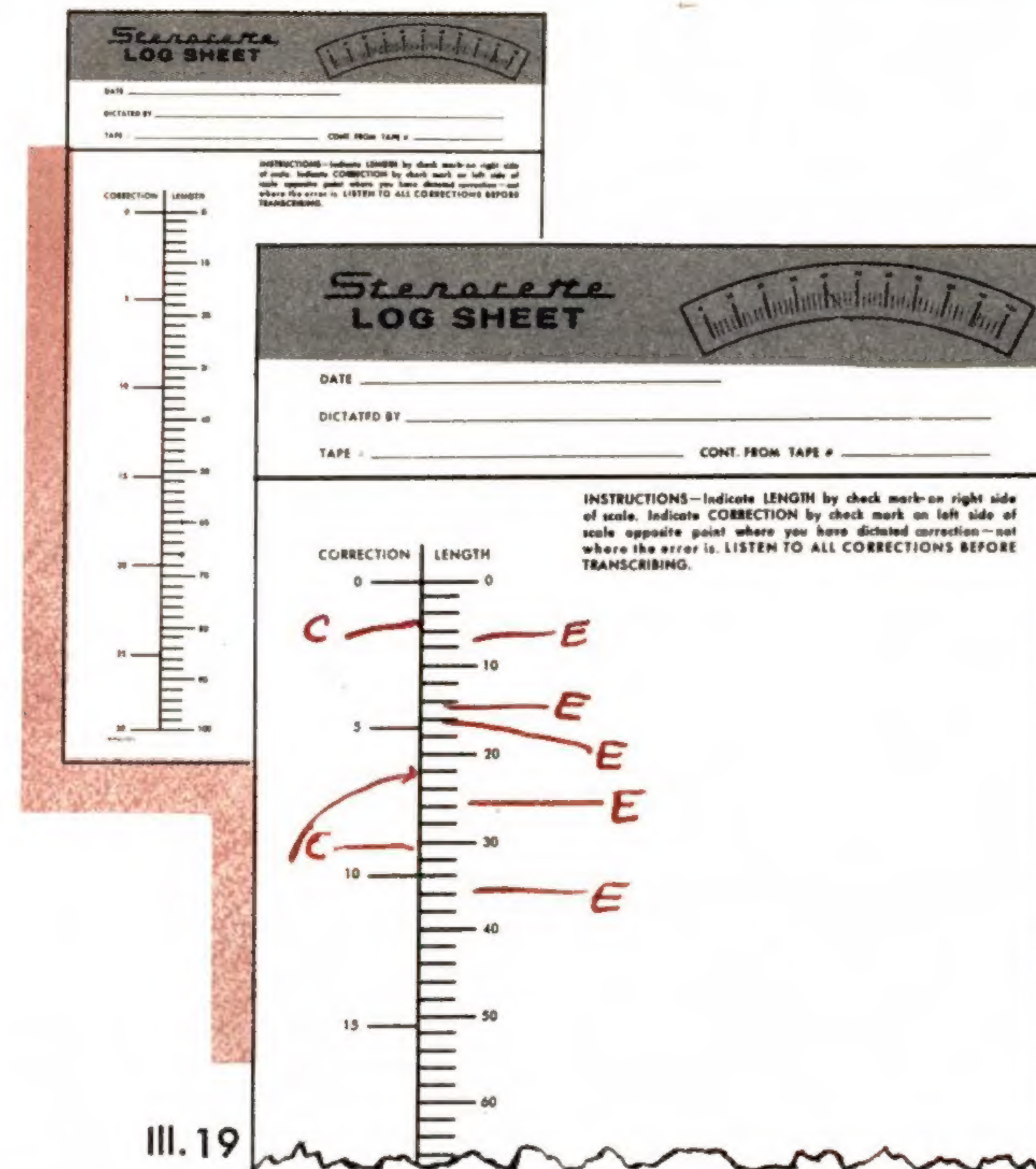
or if something heard is not understood, press left button of Foot-Control or left key of Typewriter-Control. Stenorette will backspace a measured number of words. Listen to the repeated recording—press right button of Foot-Control or center key of Typewriter-Control to stop. Type what you have heard and resume transcription.

CORRECTIONS AND CHANGES




Corrections and changes take several forms. They range from simple to complex. Where a correction is indicated in a unit of recording, *listen first before transcribing*. (It will save you time and exasperation.) Make a written or a mental notation of the correction. Return to the beginning of the unit of recording and transcribe. When you reach the proper place insert the correction or change (Ill. 19).

When you have completed your transcription, press "Rewind"  Button and "Record"  Button simultaneously. Tape will rewind, erase and stop itself automatically. Press "Stop"  Button. Remove loop from right spindle. Lift reel from left spindle and wind excess tape on reel. Press metal clip over sides of reel to insure against unwinding.

Place reel and log sheet in transport folder's pocket. Place transcribed letters, memos, etc., ready for signature in folder and return to original source.





Ill. 19

EXAMPLE: Letter ends at "8" on Progress Scale, number of lines approximately 40, correction is indicated at "6." To listen to correction, hold "Fast-Forward"  Button down until indicator on Progress Scale reaches "6"... then release. Press "Listen"  Button. Press and hold down right button of Foot-Control—or press down right key of Typewriter-Control. LISTEN—note correction. Press "Rewind"  Button to return to original position. Then transcribe.

TO USE YOUR *Stenorette* FOR TWO-WAY TELEPHONE RECORDING

A Telephone Adapter, #243S, for recording both ends of a telephone conversation is available. No physical connection to your telephone is necessary.

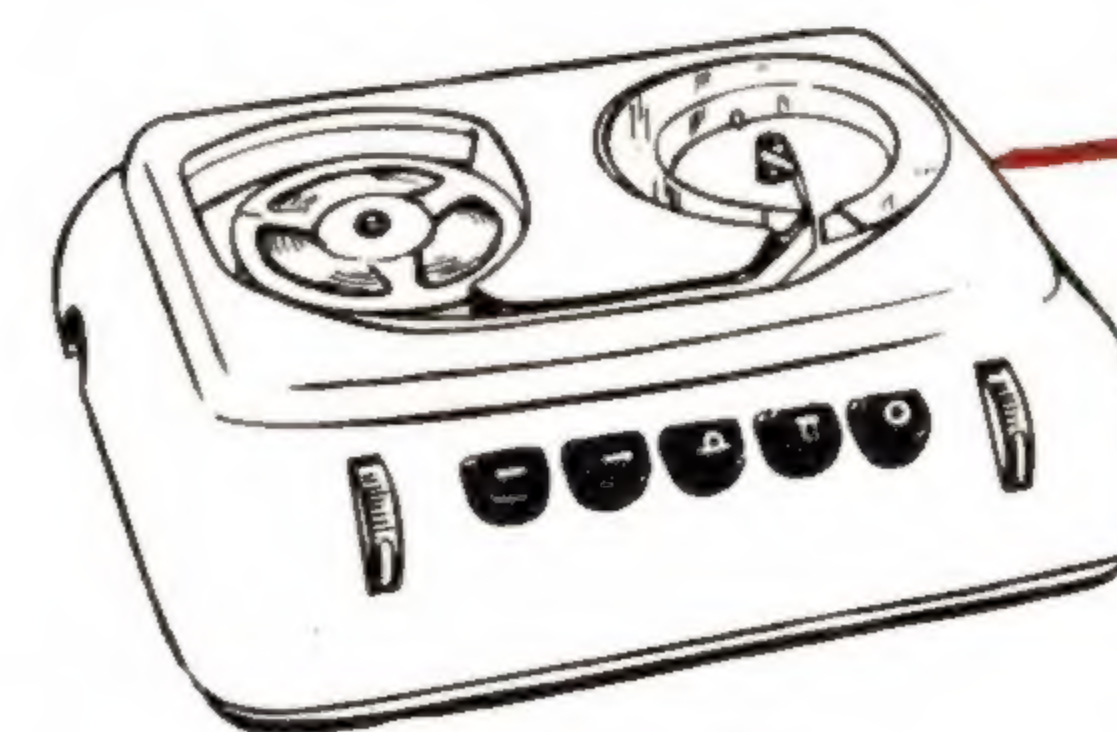
This adapter is attached by a rubber suction pad to the side of the base of the telephone "bell in base" handset or to the wall bell box of other types.

To record, place suction pad on base of telephone, connect adapter plug to right side rear of Stenorette (in same manner as the microphone and listening device) set "Recording Level Volume" Control (left front) in conference position—single horizontal bar  is in center of dial. Press "Record"  Button in. (see Ill. 20).

If from your experience you find telephone recordings frequent and unexpected we suggest the use of the Interconnect Switch Box #531. This practical accessory permits you to switch instantly from microphone to telephone recording without making new connections or changing plugs. (see Ill. 21).



Ill. 20



Ill. 20



Ill. 21

YOU CAN GO ANYWHERE WITH YOUR

Stenorette



Ill. 22

Your Stenorette is a reliable traveling companion. It has been especially designed to operate wherever you go.

Small in size, light in weight, and enclosed in its attractive carrying case, it is easily portable.

Many business men who travel, will now find the time spent in traveling more productive. Most airlines and railroads have AC current available. The current supplied by your car's battery can easily be converted to the correct voltage by a Current Converter. Call your Stenorette sales office or your local dealer.

Use your Stenorette wherever you go. In a plane, on a train, in your car, in your hotel room, in your home . . . ANYWHERE!

GUARANTEE

Your Stenorette is guaranteed for one year against imperfection in workmanship or material. Please return the pre-paid, self-addressed postcard enclosed with this booklet, giving the information requested.

Your guarantee is only effective if your Stenorette is registered at the home office of DeJur-Amsco Corporation. A copy of your guarantee will then be forwarded to you.

INSURED MAINTENANCE

You undoubtedly took advantage of our Insured Maintenance Agreement at the time you purchased your Stenorette. If for some reason this important service feature was overlooked, contact your Stenorette Sales Office or local dealer. Insured Maintenance will pay for itself many times over and will add years to the life of your Stenorette.

DICTATION HINTS

- Organize your material before dictation.
- Omit the address when related correspondence accompanies your dictated reply. It saves time.
- Dictate special instructions before start of each letter (number of carbons; special treatment of letter or envelope; personal-confidential; etc.)
- Speak in your normal tone—fast or slow, but clearly. Spell out unusual names, difficult words. Express yourself naturally. Your Stenorette offers you the opportunity to be yourself.
- Place correspondence in the folder in same order as dictated.
- When an idea strikes, when new or additional

information is made available, dictate it to your Stenorette while it is fresh in your mind. This habit is a profitable one.

- Occasionally, listen to your dictation critically. It will help your writing and speaking.

TRANSCRIPTION HINTS

- Do not transcribe anything that doesn't make sense. If reference to related material does not help, ASK—you'll save time.
- Always include attachments, enclosures and specified number of copies. Return "rush" material as soon as transcribed.
- Make any intelligent recommendations that will improve communication.

EVERYDAY CARE OF THE *Stenorette*

Simply cover your Stenorette with the attractive dust cover provided when you are not using the machine. Always hold plug's metal cover when inserting or withdrawing plug from outlet.

ACCESSORIES

1. **CARRYING CASE #DS-500**
Molded wood with attractive fabric covering.
2. **CARRYING CASE #DS-501**
Accessory pouch.
3. **AUXILIARY LOUD SPEAKER #DS-503**
For reproduction (playback) to large group. May be used effectively as a conference microphone. Complete with cord and plug.
4. **DUST COVER #DS-548**
Plasticized nylon of matching color. Wear-resistant.
5. **MICROPHONE-SPEAKER COMBINATION #DS-502**
Compact and light for easy, palm-fitting operation. Has adjustable chrome legs for convenient desk use.
6. **INTERCONNECT SWITCH BOX #DS-533**
For frequent telephone recordings. Permits instant switching from microphone recording to telephone recording. Includes switching station, cord and plug.
7. **TELEPHONE ADAPTER #DS-243S**
For recording two-way telephone conversations. Includes induction coil with rubber suction pad for attachment cord and plug.
8. **6 VOLT INVERTER, AUTOMOBILE CURRENT #DS-530**
- 8A. **12 VOLT INVERTER, AUTOMOBILE CURRENT #DS-531**
- 8B. **6 and 12 VOLT INVERTER, AUTOMOBILE CURRENT #DS-532**
9. **LOG PAD #DS-546**
Fifty padded sheets designed for use with the Progress Scale. Provides for indicating length of letters, corrections, number of copies and other needed information.
10. **MAGNETIC TAPE #DS-540**
May be reused indefinitely without loss of recording and reproduction quality. FULL 30 MINUTES OF RECORDING ON EACH TAPE.
11. **MAILING CARTON #DS-547**
Mail tested, light weight and self-addressing.
12. **TYPEWRITER CONTROL #DS-525**
Complete with base plate, cord and plug. Three-key control bar for instant start-stop and backspacing.
13. **STETHO-CLIP #DS-512**
Extremely light and flexible. Eliminates room noise.
14. **EARPHONE #DS-505**
Reproducing unit cable and connector. Used with either Ear-Loop or Stetho-Clip.

Dear Stenorette User:

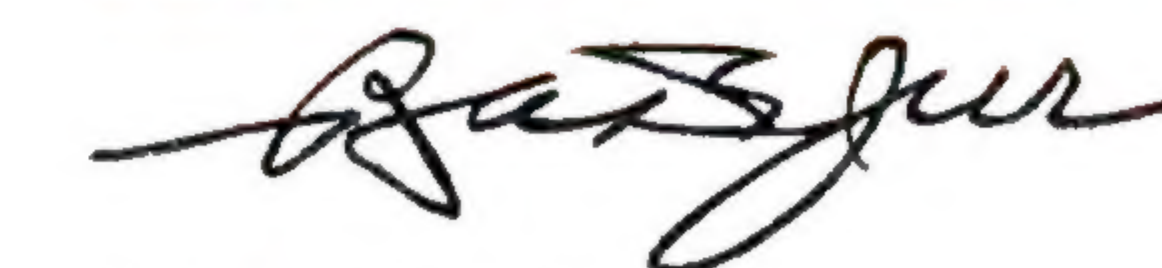
The Stenorette embodies the most advanced design in automatic dictating machines. It contains foolproof, self-regulating features and advantages not found in any other model of dictating equipment. The many new automatic conveniences that you will enjoy in the Stenorette will give you a new flexibility and a new freedom to get more work done...in less time...with less effort.

The Stenorette is a fine, high-precision instrument. It has been engineered and built to give you years of trouble-free operation.

The Stenorette is constructed of the finest and most durable mechanical and electronic parts to assure long-lasting performance. It has been especially designed to operate wherever you go! Keep it protected from dust and excessive moisture. It will take only a few minutes to carefully read the instructions in this book. Follow these recommendations and you are guaranteed a lifetime of happy use.

Very truly yours,

DeJUR-AMSCO CORPORATION

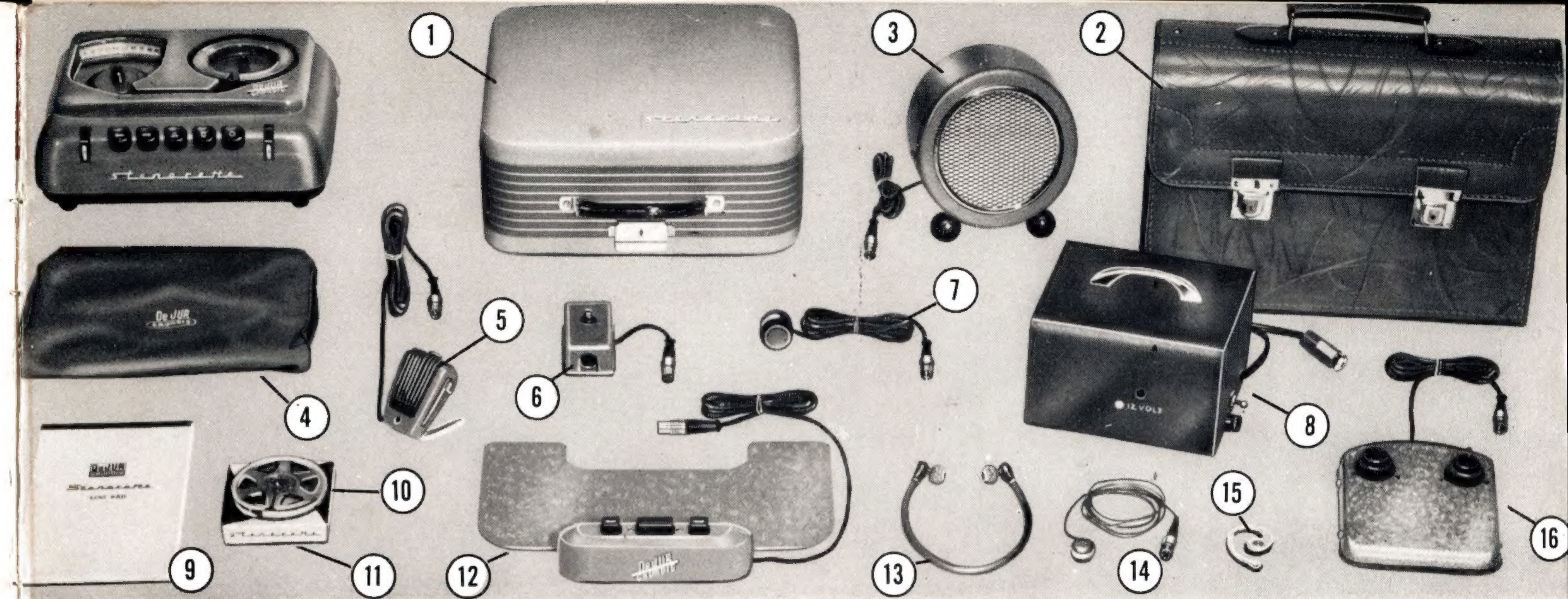


Ralph A. DeJur
President

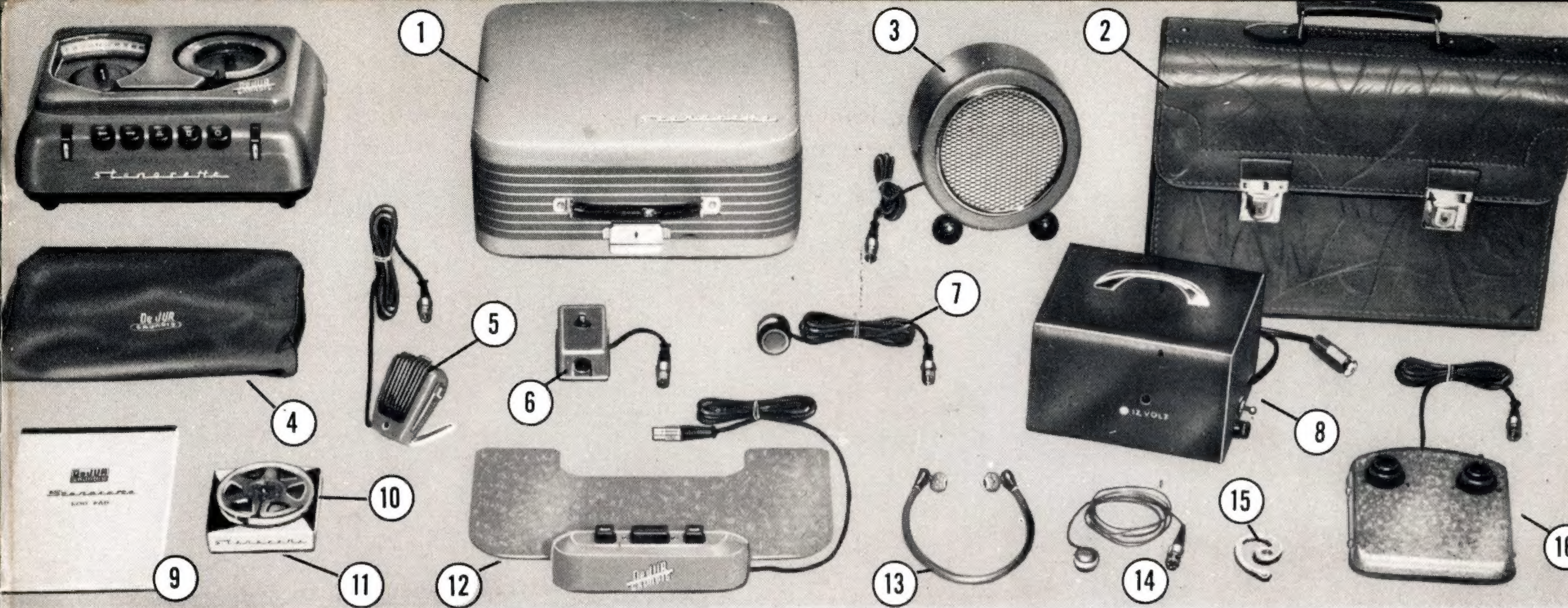
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Plasticized nylon of matching color. Wear-resistant.
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Compact and light for easy, palm-fitting operation. Has adjustable chrome legs for convenient desk use.
6. **INTERCONNECT SWITCH BOX #DS-533**
For frequent telephone recordings. Permits instant switching from microphone recording to telephone recording. Includes switching station, cord and plug.
7. **TELEPHONE ADAPTER #DS-2435**
For recording two-way telephone conversations. Includes induction coil with rubber suction pad for attachment cord and plug.

8. **6 VOLT INVERTER, AUTOMOBILE CURRENT #DS-530**
- 8A. **12 VOLT INVERTER, AUTOMOBILE CURRENT #DS-531**
- 8B. **6 and 12 VOLT INVERTER, AUTOMOBILE CURRENT #DS-532**
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Mail tested, light weight and self-addressing.
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Complete with base plate, cord and plug. Three-key control bar for instant start-stop and backspacing.
13. **STETHO-CLIP #DS-512**
Extremely light and flexible. Eliminates room noise.
14. **EARPHONE #DS-505**
Reproducing unit cable and connector. Used with either Ear-Loop or Stetho-Clip.



15. **EAR-LOOP #DS-511**
To be snapped on either side of Earphone. Light, graceful and easy-fitting. Convenient for single ear listening.
16. **FOOT CONTROL #DS-521**
Complete with dual control, cord and plug. Provides instant start-stop and backspacing. Foot pressure operates either control.
17. **INVERTER, 110 DC to 110 AC #DS-534 (not illustrated)**
Small, compact and quiet.
18. **TRANSPORT FOLDER #DS-545 (not illustrated)**
For convenient assembly and transport of tape, log sheet and correspondence between dictator and transcriber.
19. **DELUXE EXECUTIVE CARRYING CASE #DS-550 (not illustrated)**
Genuine leather. Velvet covered sponge rubber interior.



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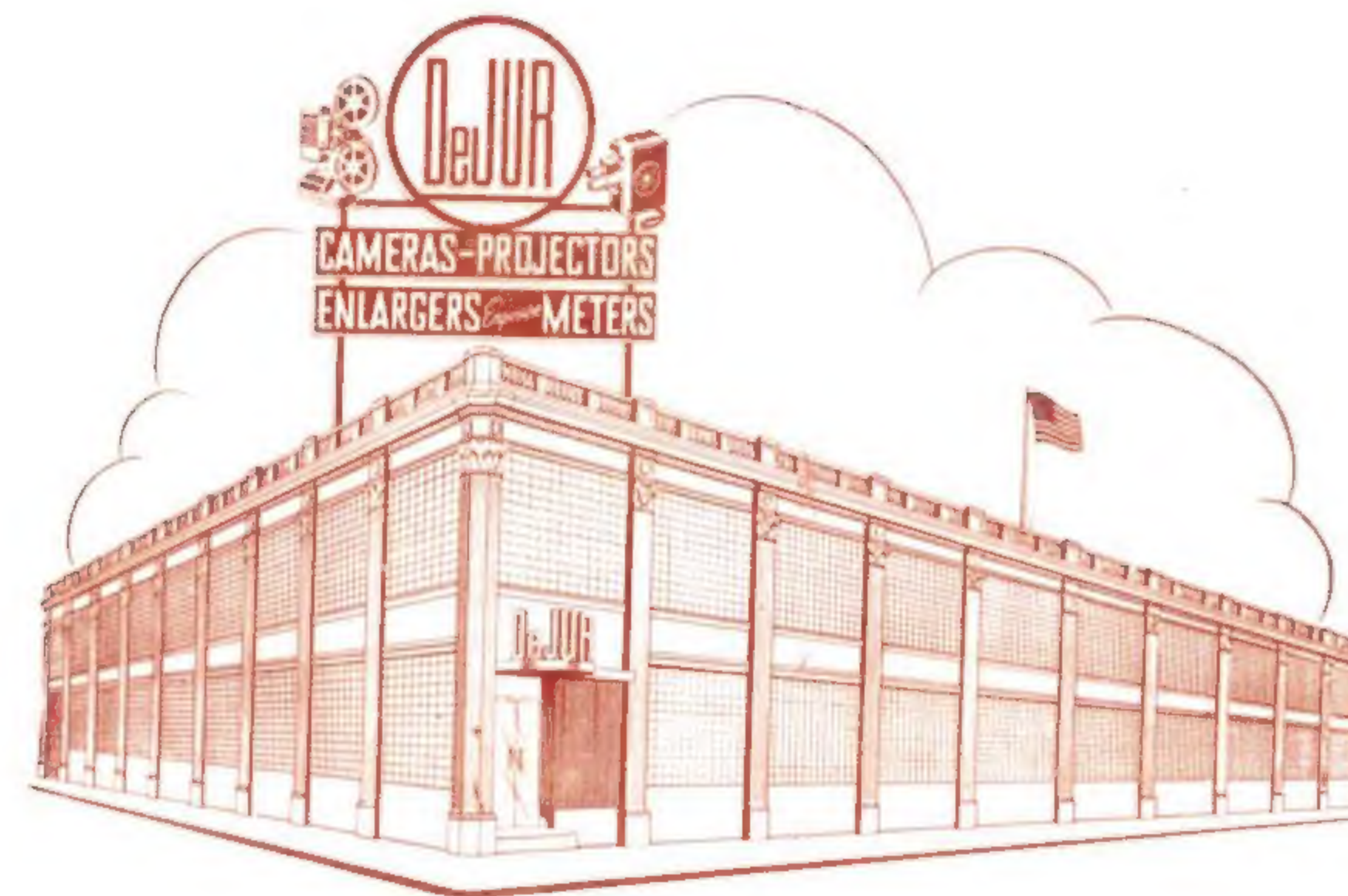
To clear tape for re-use when transcription is completed, press "Rewind" (←) Button (9) and the red "Record" (Ⓢ) Button (11) simultaneously. The rewound tape will then be completely erased.

1. Remote control outlet for: Typewriter or Foot Control plugs
2. Progress Scale
3. Rewind Spindle (left)
4. Slotted opening between reel beds
5. Right Spindle
6. Retaining Reel Slit
7. Remote control outlet for: Microphone, Earphone or Telephone Adapter plugs
8. Left Dial—Automatic Recording Level Control and/or Playback Tone Control
9. Rewind
10. Fast-Forward
11. Record
12. Listen
13. Stop
14. Right Dial—On-Off Power Switch, Playback Volume Control
15. Microphone-Speaker Combination
16. Record Signal Light
17. Automatic Review and/or Eraser
18. Stop-Start Control Bar
19. Locking Button



1. Remote control outlet for:
Typewriter or Foot Control plugs
2. Progress Scale
3. Rewind Spindle (left)
4. Slotted opening between reel
beds
5. Right Spindle
6. Retaining Reel Slit
7. Remote control outlet for:
Microphone, Earphone or
Telephone Adapter plugs
8. Left Dial—Automatic Recording
Level Control and/or Playback
Tone Control
9. Rewind
10. Fast-Forward
11. Record
12. Listen
13. Stop
14. Right Dial—On-Off Power Switch,
Playback Volume Control
15. Microphone-Speaker Combination
16. Record Signal Light
17. Automatic Review and/or Eraser
18. Stop-Start Control Bar
19. Locking Button

To clear tape for re-use when transcription is completed, press "Rewind"  Button (9) and the red "Record"  Button (11) simultaneously. The rewound tape will then be completely erased.



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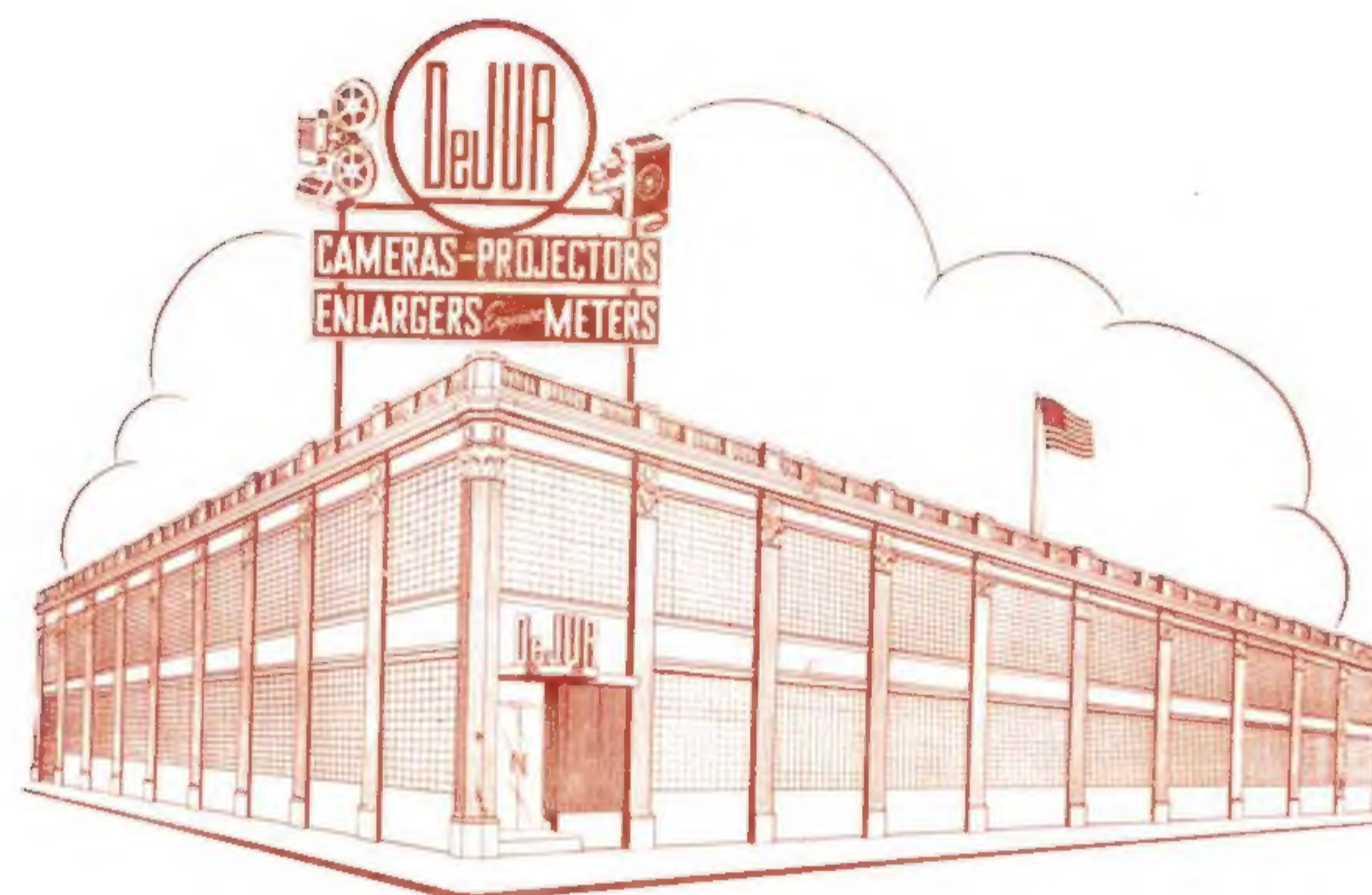
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